FFI & FFI-Lite Upgrade Installation Guide

For <u>upgrading</u> an existing installation

New FFI users should follow the installation instructions in the FFI User's Guide posted on
the FFI Software and Manuals page here:
www.frames.gov/ffi

NOTE: There are separate sections for Forest Service and non-Forest Service users

Updated for FFI v1.05.03.09

June 30, 2016

TABLE OF CONTENTS

PREFACE

Note there are separate instructions for **Forest Service** and **non-Forest Service** users. Forest Service users are required to install SQL Server Express 2012. Carefully follow the SQL Server installation instructions.

If you have questions post a message to the FFI Google Group or contact Duncan Lutes: dlutes@fs.fed.us or 406-329-4761.

Description of FFI–Lite

FFI-Lite was designed as an easy-to-install alternative to FFI. It will be most useful for:

- Field data collection

- Smaller monitoring programs that do not need to access FFI databases from multiple workstations, do not use the FFI GIS toolbar and do not use PDA data collection devices

Comparison of FFI and FFI-Lite

The user experience of the FFI and FFI-Lite applications was designed to be as similar as possible. For example, the *Project Management*, *Data Entry and Edit*, *Query*, *Reports and Analysis,* and *Species Management* data screens look and function the same in both FFI and FFI-Lite.

The differences between the two applications are:

- Computers with FFI-Lite cannot be part of a FFI network configuration (i.e., not used as a client or database master computer)

- FFI-Lite does not support the FFI GIS Toolbar

- FFI-Lite does not support PDA data collection

If you need any of these capabilities then FFI and SQL Server Express must be used. Additionally, if you want to create custom protocols they will need to be created in Protocol Manager, which is only available with the full version of FFI. A custom protocol can be imported into FFI-Lite after being created in Protocol Manager.

## Major changes in FFI 1.05.03.09

- View settings saved with exported data
- Added functionality for the Custom Tree Report
- Updated export for FOFEM and FuelCalc
- Fixed bugs in Reports
- Updated user interface
- Updated Macroplot Report
- Updated the GIS toolbar for Arc 10.3

Known issues in this version

- An error will be displayed if attempting to save a sample event with missing required method attributes on three-part forms. It may not be completely clear what tab the error is on. Click each tab to find the error.
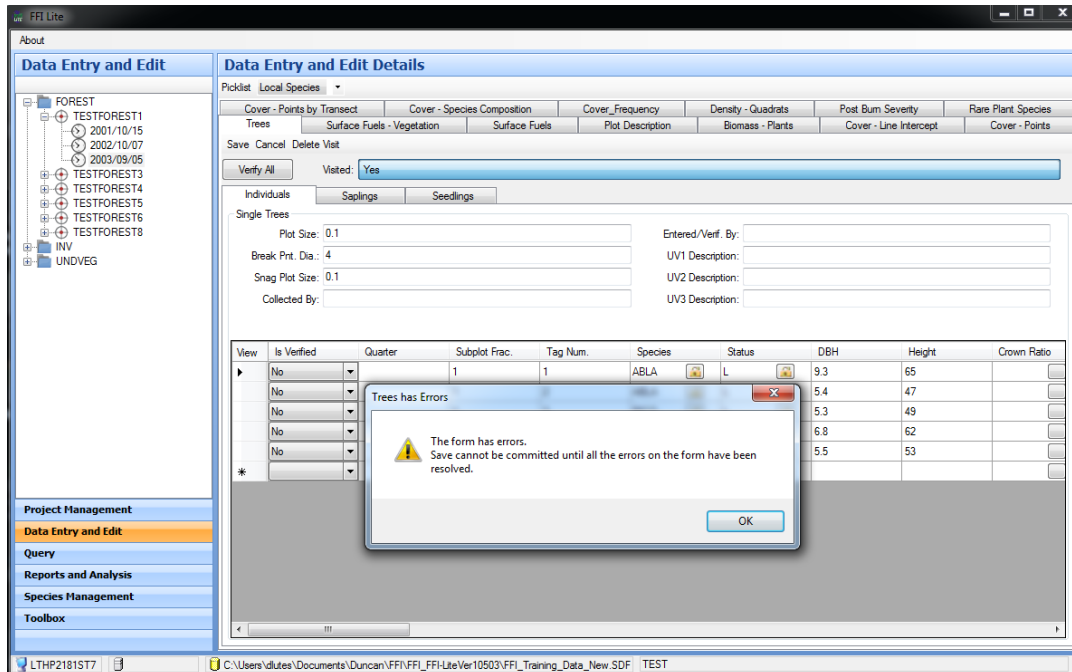
An Error window is displayed but no indication where the errors are.
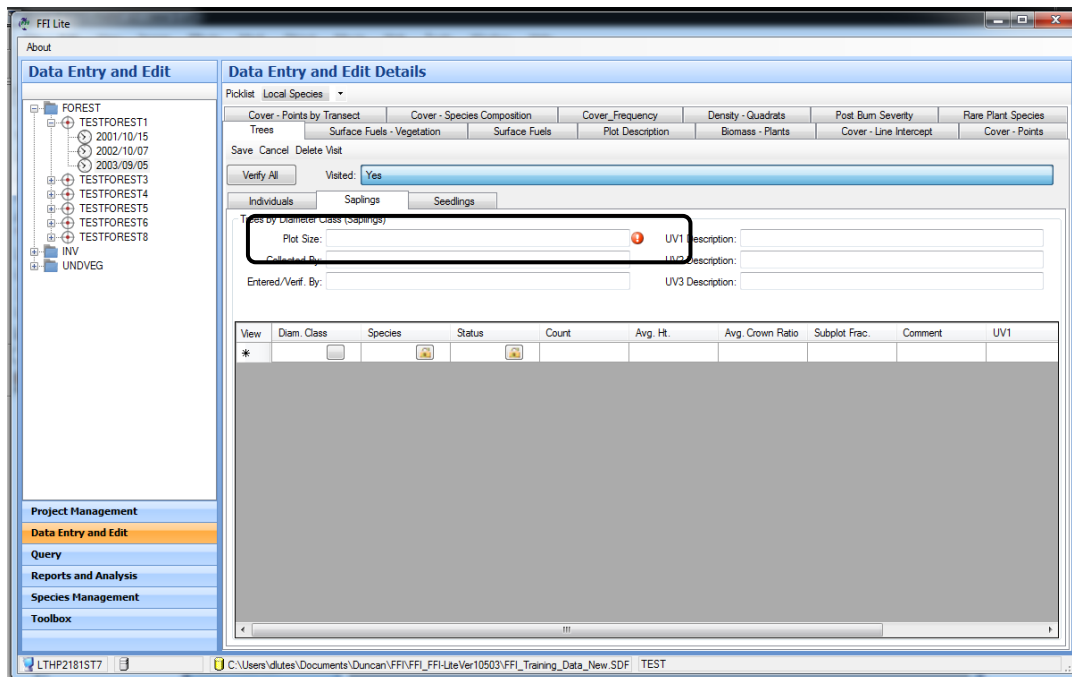
Checking the saplings tab indicates the error is because the Plot Size field is blank. On three-part forms, if a method was not sampled, enter zero in the required fields.

- The SQL Browser window is not functional on some Windows 7 machines (32- or 64-bit OS). To connect to a server you must type the server instance name in the box named SQL Server Instances. The instance name will be in the form *computername\SQLEXPRESS*.

  E.g., if your computer name is LTHP8511K55 and you used the default instance when installing FFI then the instance name to use is: *LTHP8511K55\SQLEXPRESS.* The SQL Instance title was assigned when you installed SQL Express. Most people use the default, which is *SQLEXPRESS*. Occasionally, it is followed by a "1" or "2". E.G., *SQLEXPRESS1.*

  To find your computer name select *Start > Control Panel > System*. Click on the *Computer Name* tab and look for the Full Computer Name. The computer name may be followed by some domain information - such as *LTHP8511K55.ds.fs.fed* - but the computer name you will use is the first part: *LTHP8511K55*

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FFI UPGRADE INSTRUCTIONS FOR <u>NON-FOREST SERVICE</u> USERS

FFI 1.05.03.09 Installation

For users of FFI v1.03.00 - 1.05.03.08

- *If you are new FFI user or need more specific installation instructions see the Installation section of the FFI User Guide which is available on the <u>FFI Software and Manuals</u> page at: www.frames.gov/ffi.*

- *The instructions in this document assume you are using FFI only on a desktop. If using a database master (server) configuration FFI will need to be updated on the server and every computer accessing the server.*

- *You will need a .zip extraction utility such as WinZip to unzip the FFI Installation package.*

- *You must have Windows administrator privileges or ability to "Run Elevated" to install FFI on your computer. A standard Windows user can use FFI after a Windows administrator has installed it.*

- *If you have problems with FFI installation post a message on the <u>Google Group</u> or contact Duncan Lutes, dlutes@fs.fed.us, 406 329-4761*

1) If needed, get Administrator Privileges on the computer you are installing FFI on.

2) Open *FFI Database Administration,* log in and make backup files of your database(s). Save the .bak files in a safe place such as an external drive or network folder.
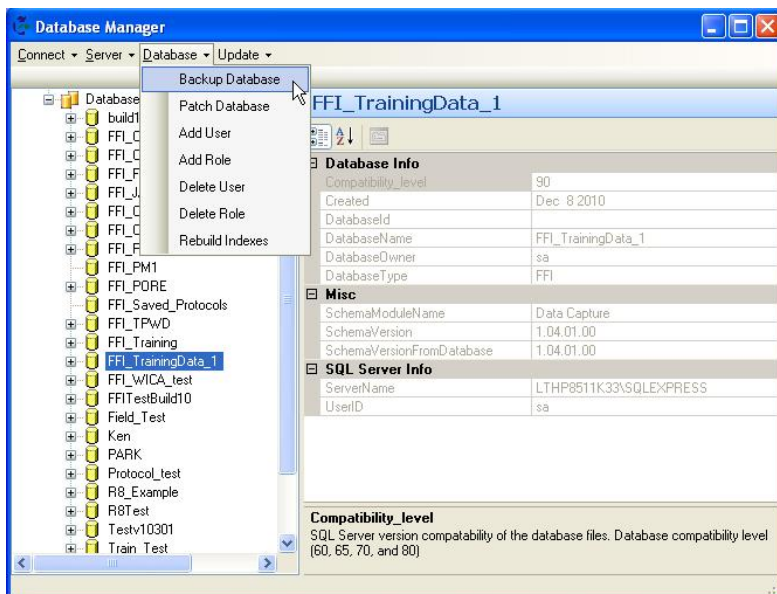

NOTE: If you are unable to save backups to the default SQL Backup folder because of folder permission issues try saving them in the C:\Tmp folder or on a flash drive. If those don't work then log into FFI and, on the Administrative Unit selection screen, export all Administrative Units by checking all the boxes on the left and clicking **Export Admin. Unit(s)** *on the right.*
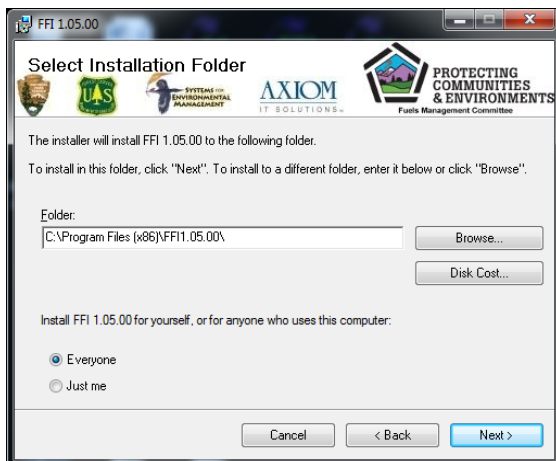
3) Close *FFI Database Administration* when you are finished backing up your databases.

4) Uninstall the previous version of FFI. Click **Start > Control Panel > Add or Remove Programs**, select *FFI 1.0x.xx* and **Remove**.

5) Close *Control Panel* after FFI has been removed.

6) Open *Windows Explorer or My Computer*, create a temporary directory on your C: drive where you will store the installation files (e.g., *C:\FFITemp*).

7) Open a browser, go to the [FFI-FRAMES website](#) and download *FFI_1050309_Installer.zip* from the *FFI Software and Manuals* page, *Software Instructions and Training Data* tab. **Save** the file in the temporary directory you created above.

8) Close your browser.

9) In *Windows Explorer* or *My Computer* navigate to the temporary directory where you saved the FFI zip file. Right-click the filename, select **Extract All** and save the FFI folder in the same folder as the zip file.

10) In *Windows Explorer* or *My Computer,* open the folder you just unzipped and double-click the FFI installation file: ***Setup.exe***.
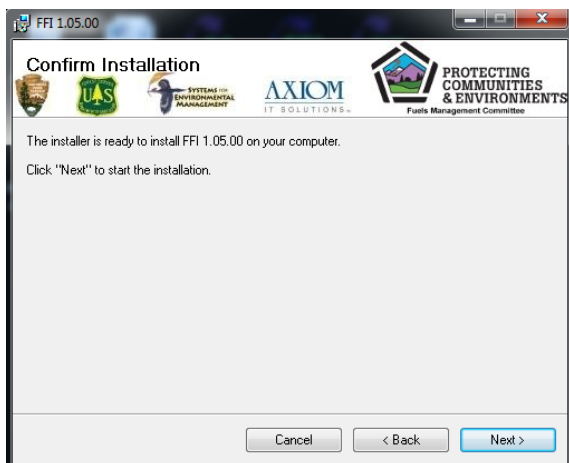
11) The FFI Setup Wizard page will open. Click *Next*.
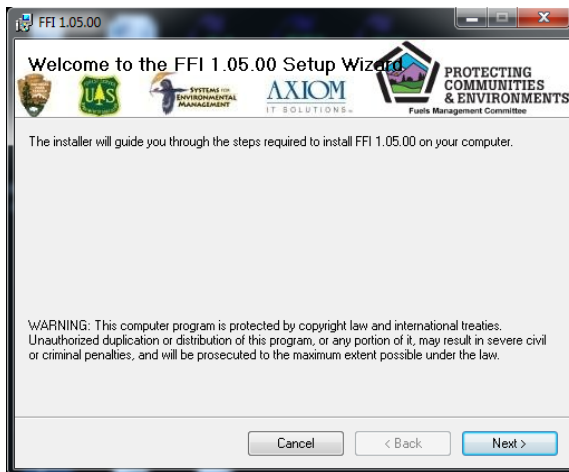
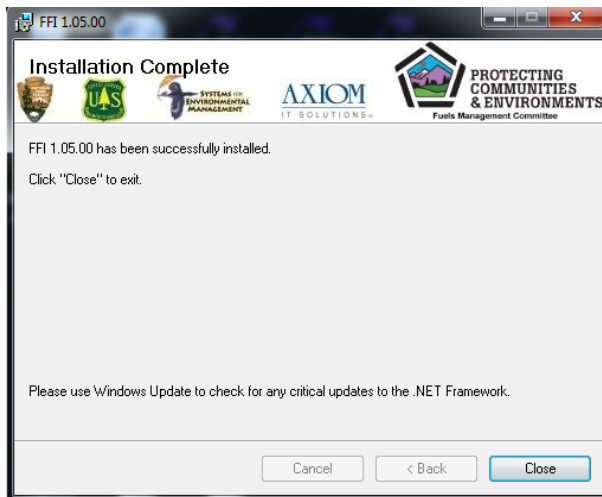12) Accept the default installation folder and click *Next*.

13) Click *Next* on the Confirm Installation screen.

14) Click *Close* when the installation is complete.

15) Three FFI icons will be added to your desktop:

- Protocol Manager 1.05.03.09

- FFI Database Administration 1.05.03.09

- FFI 1.05.03.09

16) Close *Windows Explorer* or *My Computer*.

17) The database schema is unchanged in this version so database patching is not necessary.

18) You are ready to log in and use FFI 1.05.03.09

FFI-Lite 1.05.03.09 Installation

You will need a .zip extraction utility such as WinZip to unzip the FFI Installation package.

You must have Windows administrator privileges to install FFI-Lite on your computer. A standard Windows user can use FFI after a Windows administrator has installed it.

1) If needed get Administrator Privileges on the computer you are installing FFI-Lite on.

2) Make a copy of your FFI-Lite databases(s) and save on an external drive. FFI-Lite databases have an .SDF extension. Right-click the database file, select **Copy**, Open Windows Explorer or My Computer and navigate to the folder where you save backups, right-click in the folder and select **Paste**.

3) Uninstall the previous version of FFI. Click **Start > Control Panel > Add or Remove Programs**, select *FFI 1.0x.xx* and **Remove**.

4) Close *Control Panel* after FFI has been removed.

5) In *Windows Explorer* or *My Computer,* create a temporary directory on your C: drive where you will store the installation files (e.g., *C:\FFITemp*).

6) Open a browser, go to the [FFI-FRAMES website](#) and download *FFI_Lite_1050309_Installer.zip* from the *FFI Software and Manuals* page, *Software Instructions and Training Data* tab. **Save** the file in the temporary directory you created above.

7) Close your browser.

8) In *Windows Explorer* or *My Computer* navigate to the temporary directory where you saved the FFI-Lite zip file. Right-click the filename, select **Extract All** and save the FFI-Lite folder in the same folder as the zip file.

9) Open the FFI-Lite folder and double-click the FFI-Lite installation file in the temporary directory: **Setup.exe**.

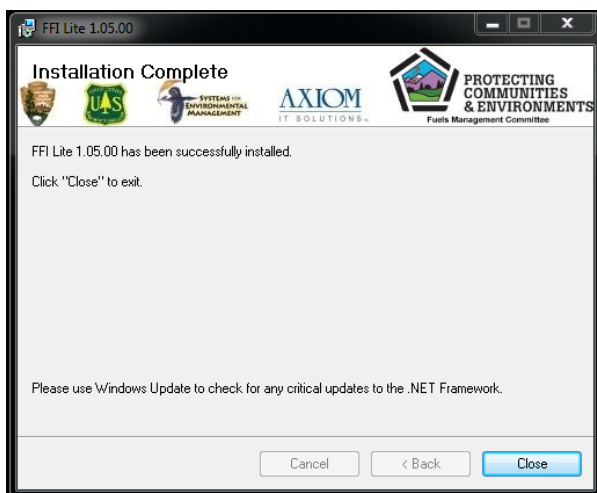10) The FFI-Lite Setup Wizard page will open. Click **Next**.
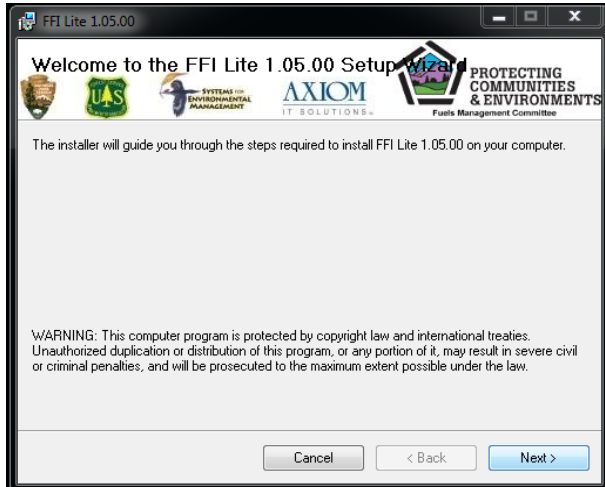
11) Accept the default installation folder and click **Next**.
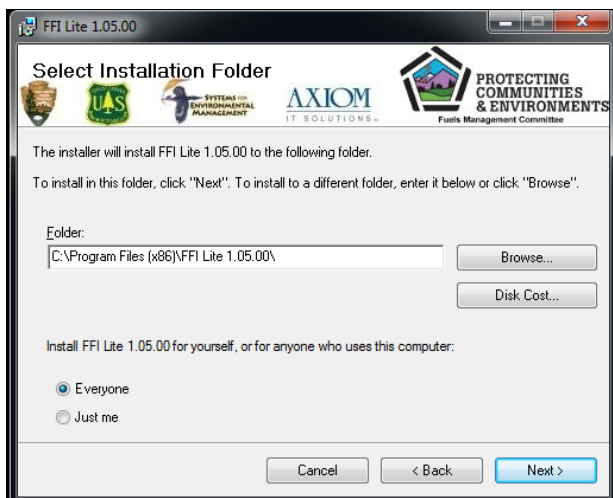
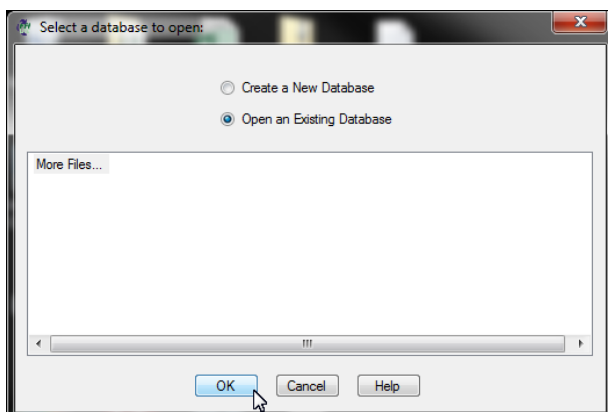12) Click **Next** on the Confirm Installation screen.
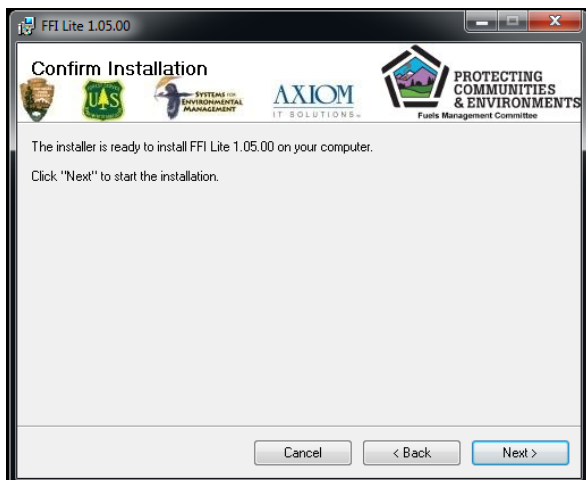
13) Click **Close** when the installation is complete.

14) The FFI-Lite 1.05.03.09 icon will be placed on your desktop.

15) Double click the icon to open FFI-Lite, select the **Open an Existing Database** radio button, click **More Files…** and then click **OK**. Navigate to your database and click **Open**. You are ready to use FFi-Lite.

FFI UPGRADE INSTRUCTIONS FOR <u>FOREST SERVICE</u> USERS

The Forest Service is requiring any SQL Server Express users to install SQL Server Express 2012 and install it in a different directory than was used for SQL Server Express 2005. This change affects FFI users because FFI uses SQL Server for database management. You do not need to reinstall SQL Server Express 2012 if you have already installed it for a previous version of FFI.

General steps: Complete the instructions in the **FFI Installation** section. Complete the **SQL Server Express 2012 Installation**.

FFI 1.05.03.09 Installation

For users of FFI v1.03.00 - 1.05.03.08

- *If you are new FFI user or need more specific installation instructions see the Installation section of the FFI User Guide which is available on the <u>FFI Software and Manuals</u> page at: www.frames.gov/ffi.*

- *The instructions in this document assume you are using FFI only on a desktop. If using a database master (server) configuration FFI will need to be updated on the server and every computer accessing the server.*

- *You will need a .zip extraction utility such as WinZip to unzip the FFI Installation package.*

- *You must have Windows administrator privileges or ability to "Run Elevated" to install FFI on your computer. A standard Windows user can use FFI after a Windows administrator has installed it.*

- *If you have problems with FFI installation post a message on the <u>Google Group</u> or contact Duncan Lutes, dlutes@fs.fed.us, 406 329-4761*

1) Open *FFI Database Administration,* log in and make backup files of your database(s). Save the .bak files in a safe place - an external drive or server that is not the same location as the FFI database files you typically use.
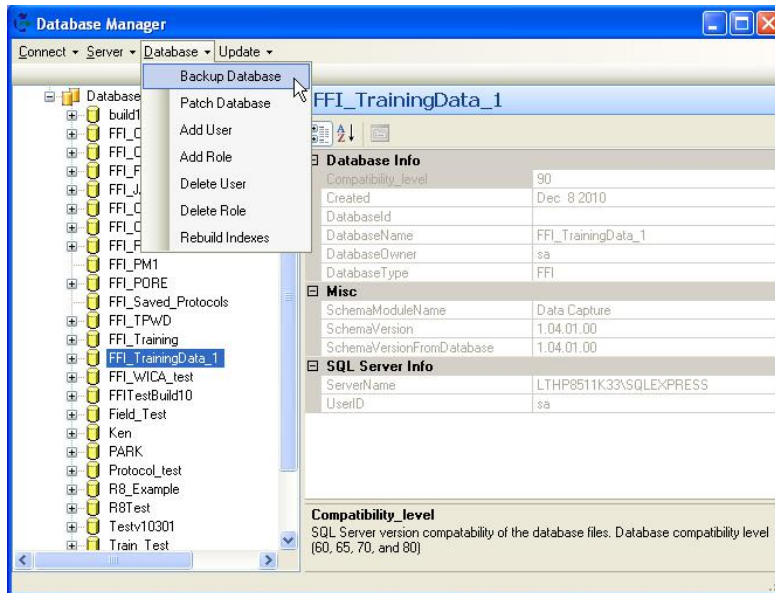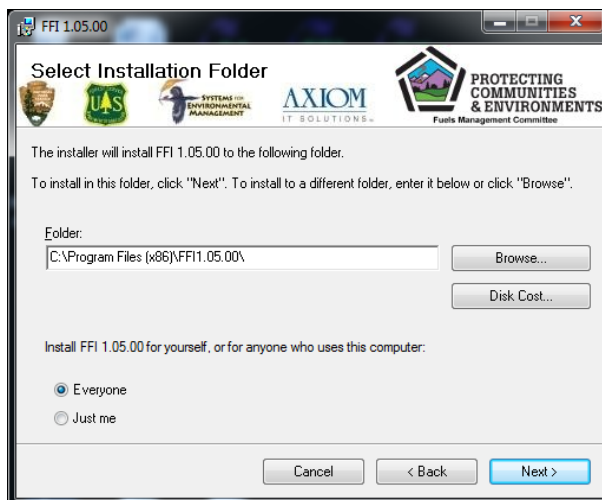

NOTE: If you are unable to save backups to the default SQL Backup folder because of folder permission issues try saving them in the *C:\Tmp* folder or on a flash drive. If those don't work then log into FFI and, on the *Administrative Unit* selection screen, export all Administrative Units by checking all the boxes on the left and clicking **Export Admin. Unit(s)** on the right. Then contact Duncan Lutes for more help – 406-329-4761.

2) Close *FFI Database Administration* when you are finished backing up your databases.

3) Uninstall the previous version of FFI. Click the **Uninstall or Change a Program** icon on the desktop (Power Broker), select *FFI 1.0x.xx* and click **Uninstall**.

4) Close the **Uninstall or Change a Program** window after FFI has been removed.

5) Open *Windows Explorer or My Computer*, create a temporary directory on your C: drive where you will store the installation files (e.g., *C:\FFITemp*).

6) Open a browser, go to the [FFI-FRAMES website](#) and download *FFI_1050308_Installer.zip* from the *FFI Software and Manuals* page, *Software Instructions and Training Data* tab. **Save** the file in the temporary directory you created above.

7) Close your browser.

8) In *Windows Explorer* or *My Computer* navigate to the temporary directory where you saved the FFI zip file. Right-click the filename, select **Extract All** and save the FFI folder in the same folder as the zip file.
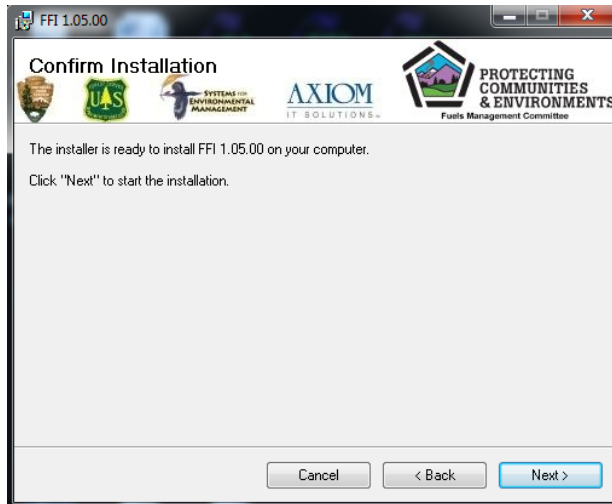
9) In *Windows Explorer* or *My Computer*, open the folder you just unzipped, right-click on **Setup.exe**, select **Run Elevated**, type a justification and click **OK**

10) If Microsoft .NET Framework 3.5 SP1 is not currently installed on the computer you will be directed to install it.
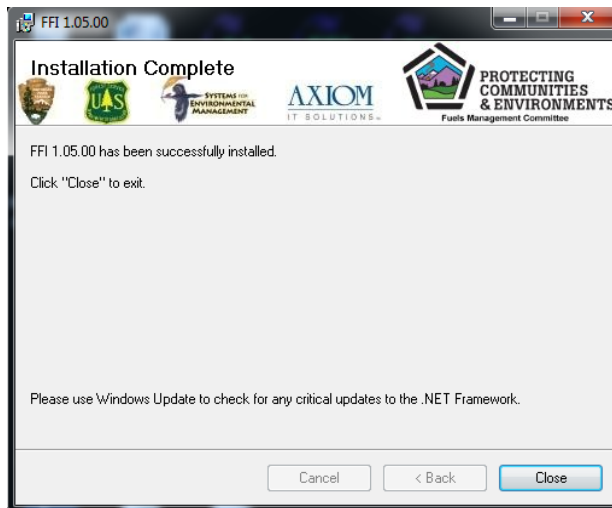
11) The FFI Setup Wizard page will open. Click **Next**.
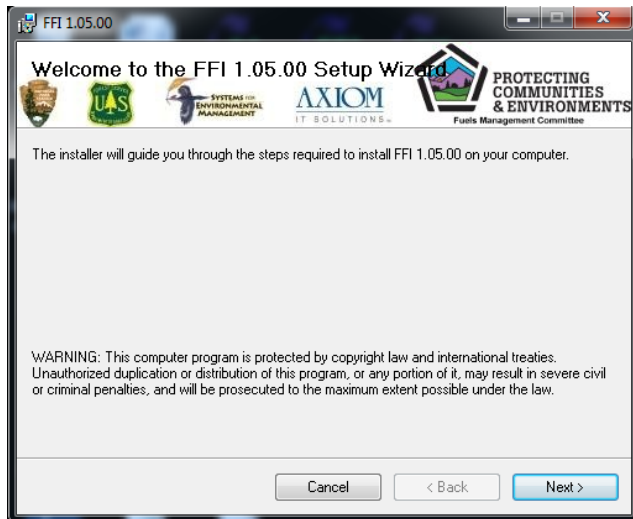
12) Accept the default installation folder and click **Next**.

13) Click **Next** on the Confirm Installation screen.

14) Click **Close** when the installation is complete.

15) Three FFI icons will be added to your desktop:

- Protocol Manager 1.05.03.09
- FFI Database Administration 1.05.03.09
- FFI 1.05.03.09

16) Close *Windows Explorer* or *My Computer*.

17) The database schema is unchanged in this version so database patching is not necessary.

18) You have completed the FFI v1.05.03.09 upgrade. If you are using SQL Server 2012 then you are ready to use the new version of FFI. If you are using an older version of SQL Server, you must complete the SQL Server 2012 Installation.

SQL Server 2012 Installation

*CAUTION: Follow these SQL installation directions carefully. There are a number of options you must change during installation of SQL. Review each step before proceeding and use the **Back** button if you think you missed something. Also, remember the password you select in Step 17 or you will not be able to use FFI.*

NOTE: If you have existing FFI databases be sure make backups of each one before installing SQL Server 2012.

1) Click the link below (or copy and paste the URL into a browser) to go to the SQL Server 2012 Express download site:

 http://www.microsoft.com/en-us/download/details.aspx?id=29062
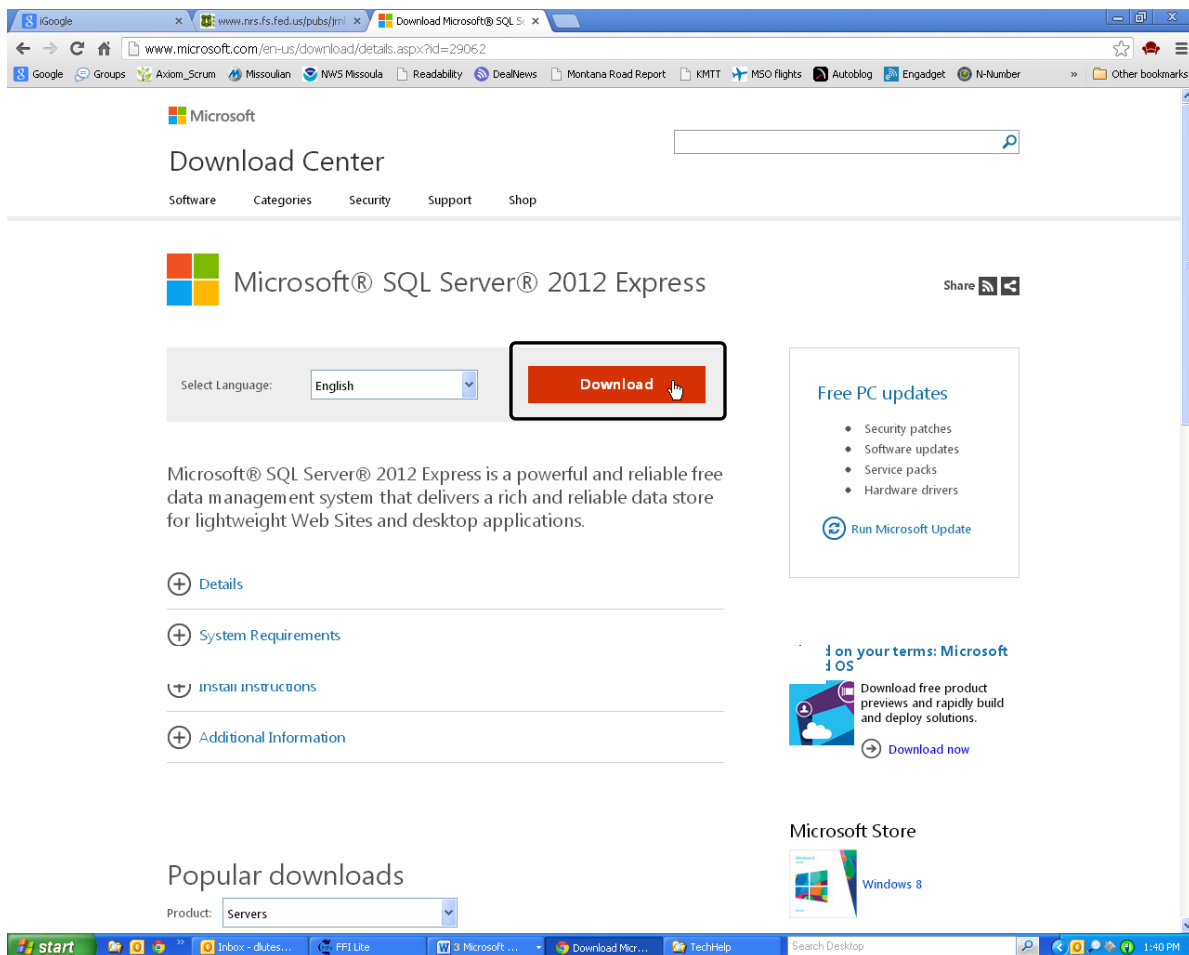
2) Click **Download**

3) Check the box next to **ENU\x86\SQLEXPR_x86_ENU.exe** and click **Next**
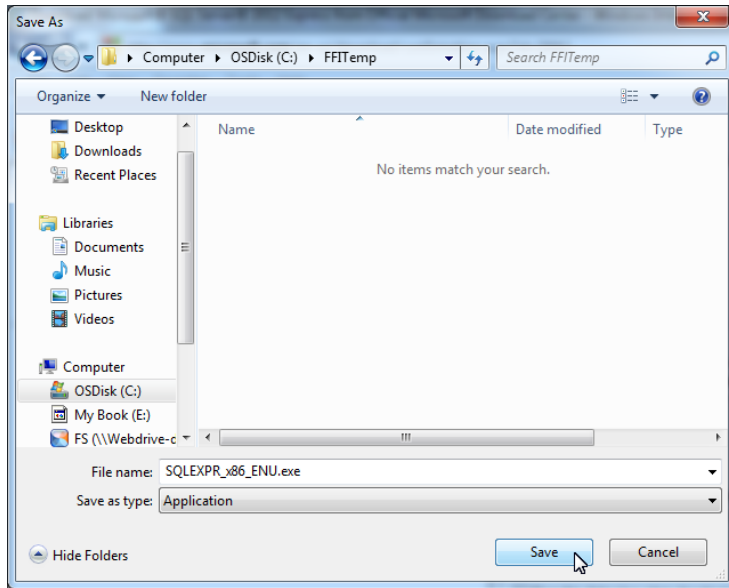
NOTE: Download size is 116.7 MB. You can use this file to install SQL Server 2012 on machines running both 32 and 64 bit Windows operating systems.
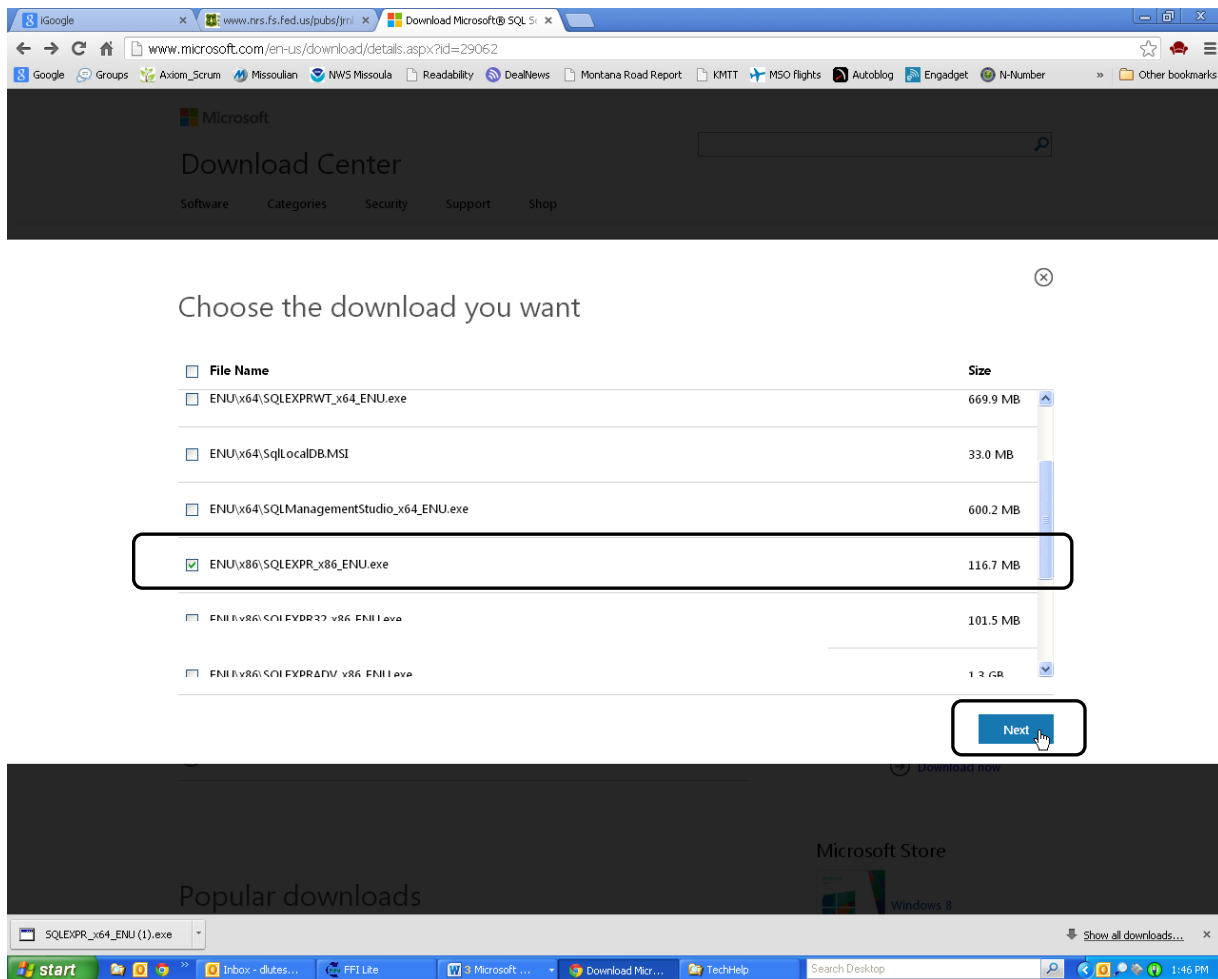
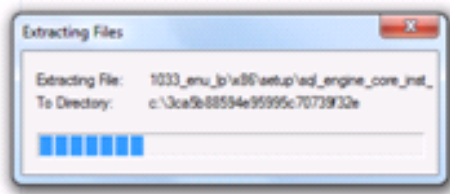4) Click **Save**. **<u>Do Not</u> select Run**
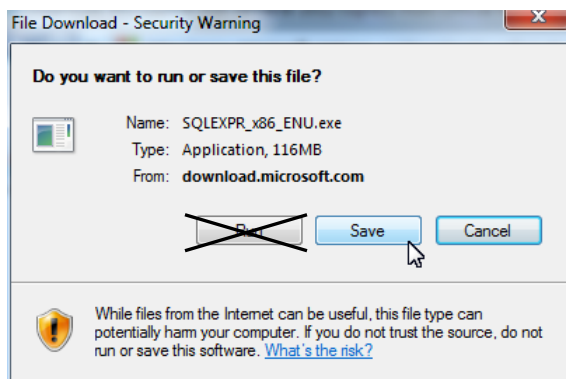
5) Navigate to a temporary folder (e.g., C:\FFITemp) and click **Save**.


6) After the download is complete close your browser.

7) Using *Windows Explorer* or *My Computer*, navigate to your temporary FFI folder, right-click on *SQLEXPR_x86.EXE*, select **Run Elevated**, type a justification and click **OK.** A progress bar will appear while the files are being extracted.

8) When the *SQL Server installation Center* window opens it will be set at the *Installation* step shown on the left side of the screen. Click the option to install a **New SQL Server stand-alone installation or add features to an existing installation**.
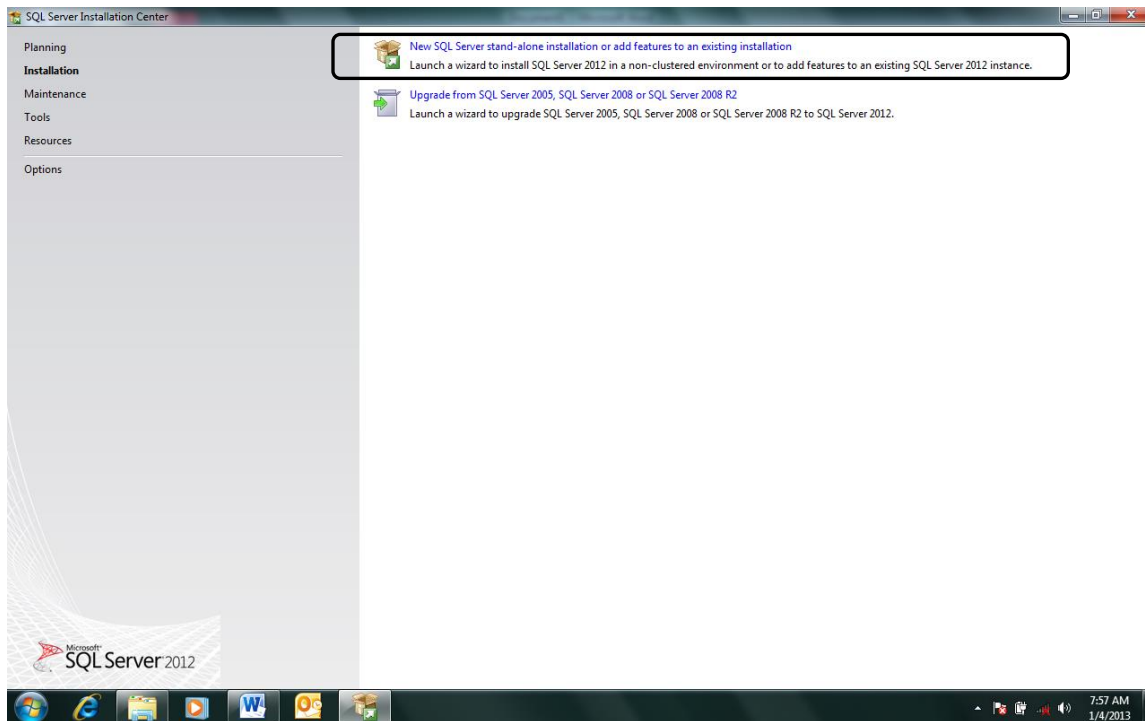
9) A progress bar will display as the *Setup Support Rules* are checked. This process checks to make sure the system is capable of completing the SQL Server installation. You will be warned if system updates and/or changes are needed.
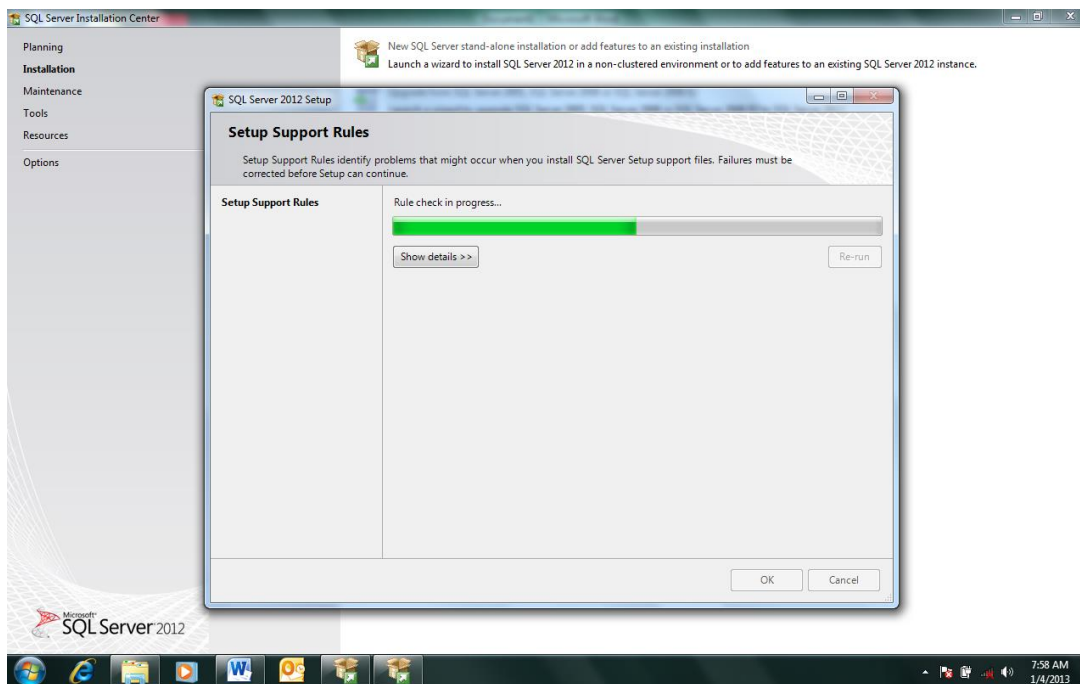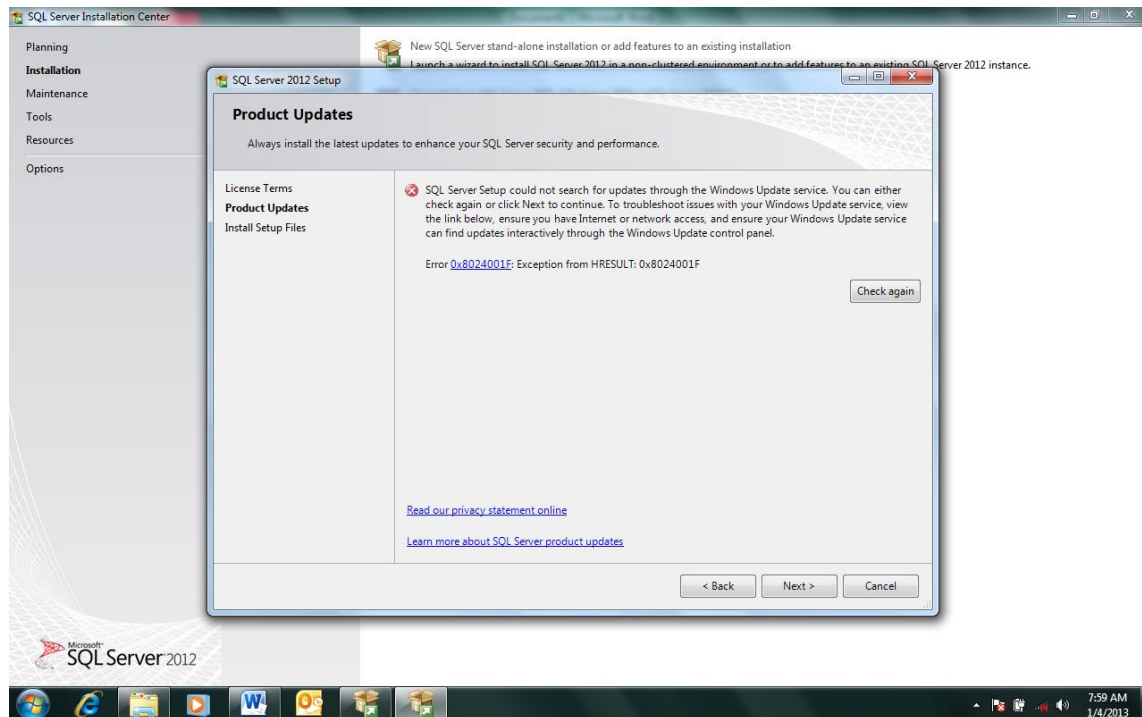
10) Check the box to accept the License Terms and click **Next.**
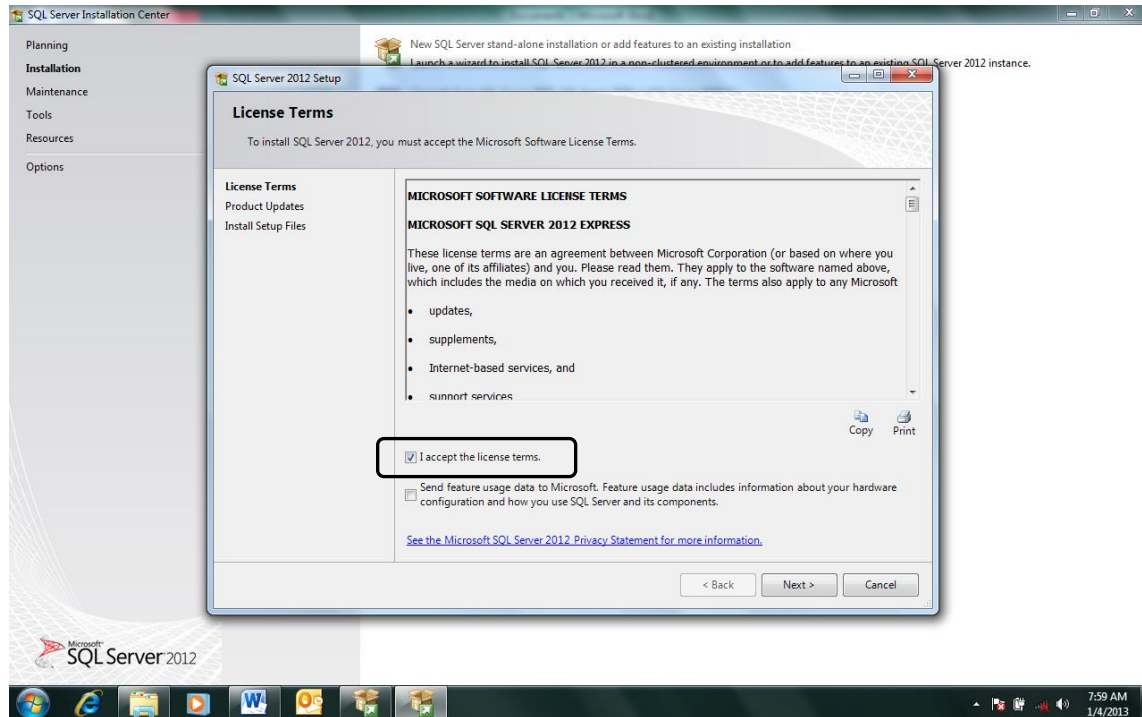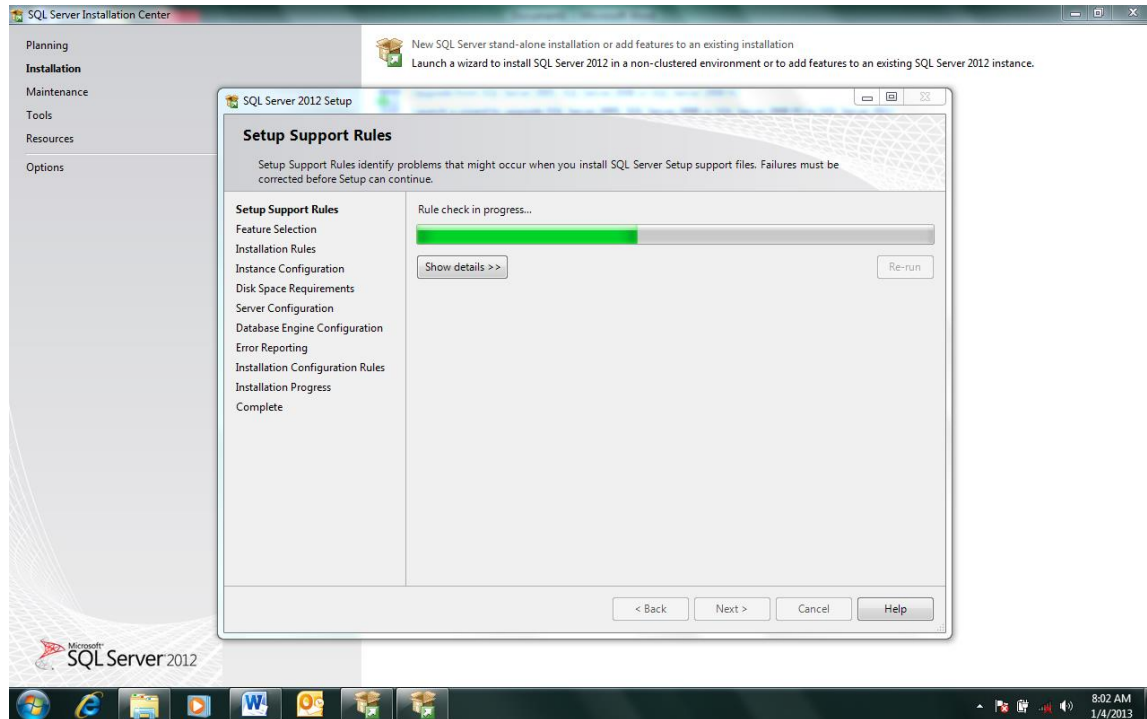

11) The Install Setup Files Screen will be displayed.

12) If you are not connected to the internet the *Project Updates* window may display. You may click **Next** to ignore checking for updates. Windows will check for updates the next time the computer is connected to the internet.

13) A progress bar will be displayed as the *Setup Support Rules* are checked.

14) On the *Feature Selection* window make sure the boxes are checked for *Database Engine Services, SQL Server Replication* and *SQL Client Connectivity SDK*. Click **Next.**
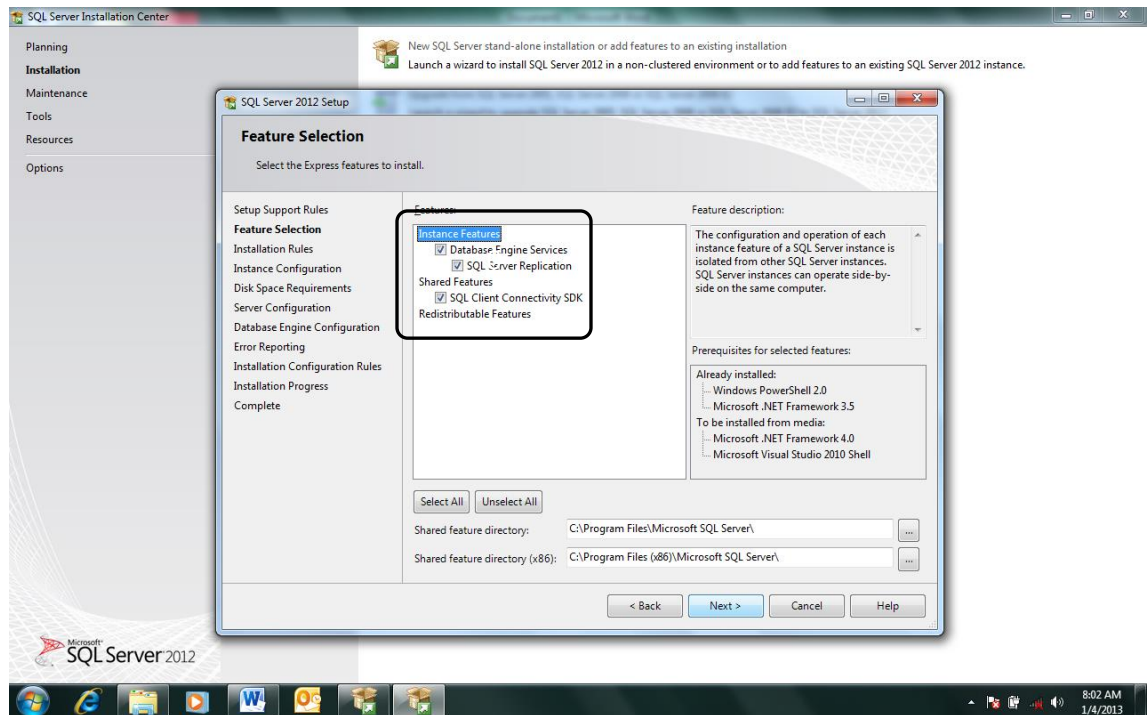
15) On the *Instance Configuration* window you must change the **Instance Root Directory** to **C:\Users**. If there is already a SQL Server Express instance installed on the computer enter a new name in the **Named Instance** field (e.g., SQLEXPRESS2). Remember that you will need to connect to that instance name when using FFI. Click **Next.**
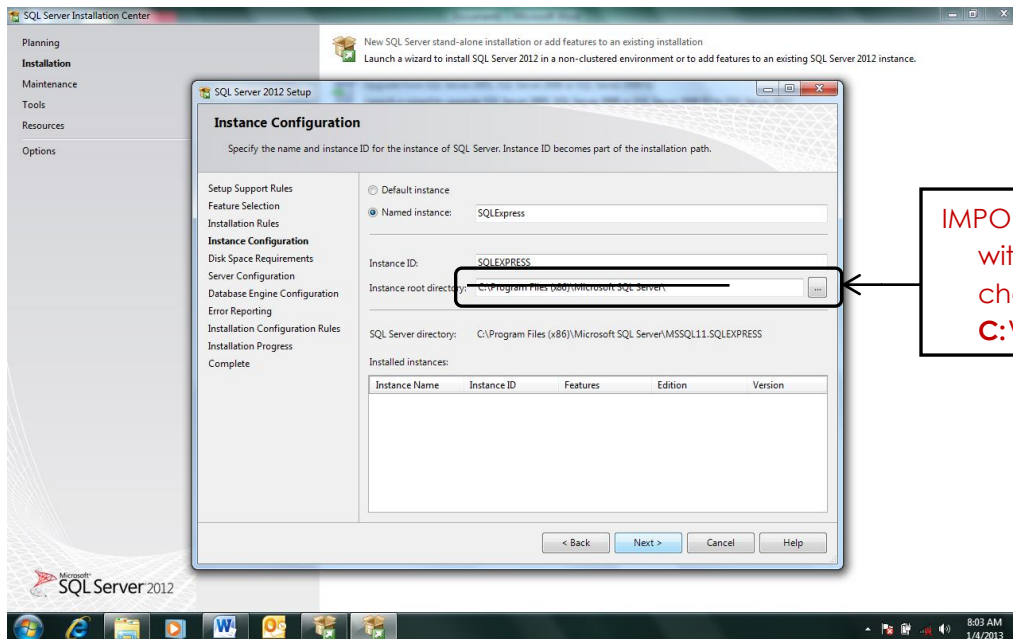
16) On the *Server Configuration* window set the *SQL Server Browser* to **Automatic** and click **Next.**
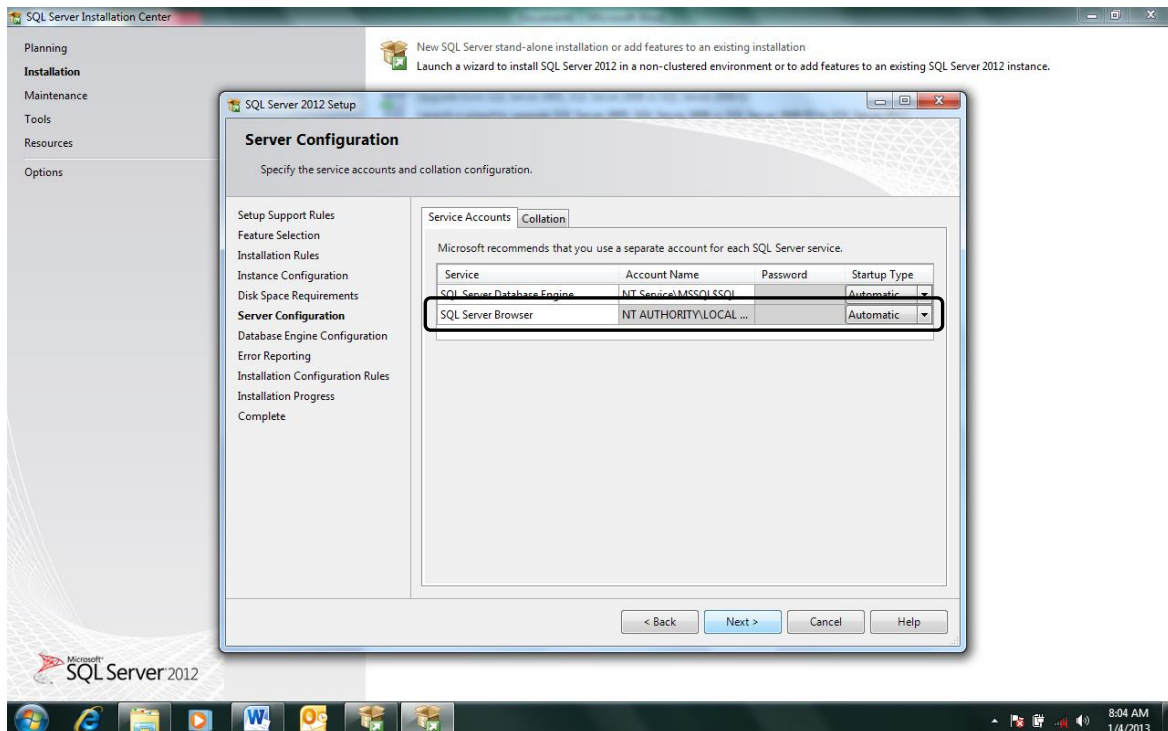
17) On the *Database Engine Configuration* window click the **Mixed Mode** radio button, enter your **Password** and confirm it. If you are IT staff installing SQL Server for a user then the user must be added as a SQL administrator. No changes are needed on the *Data Directories* or *User Instances* tabs. Click **Next**.

NOTE: Select a password that you can remember because you can't access your FFI database(s) without it. If you are IT staff installing FFI for a user make sure you let the user know what password you selected for them.

When password complexity policy is enforced, new passwords must meet the following guidelines:

The password does not contain the account name of the user.
The password is at least eight characters long.
The password contains characters from three of the following four categories:
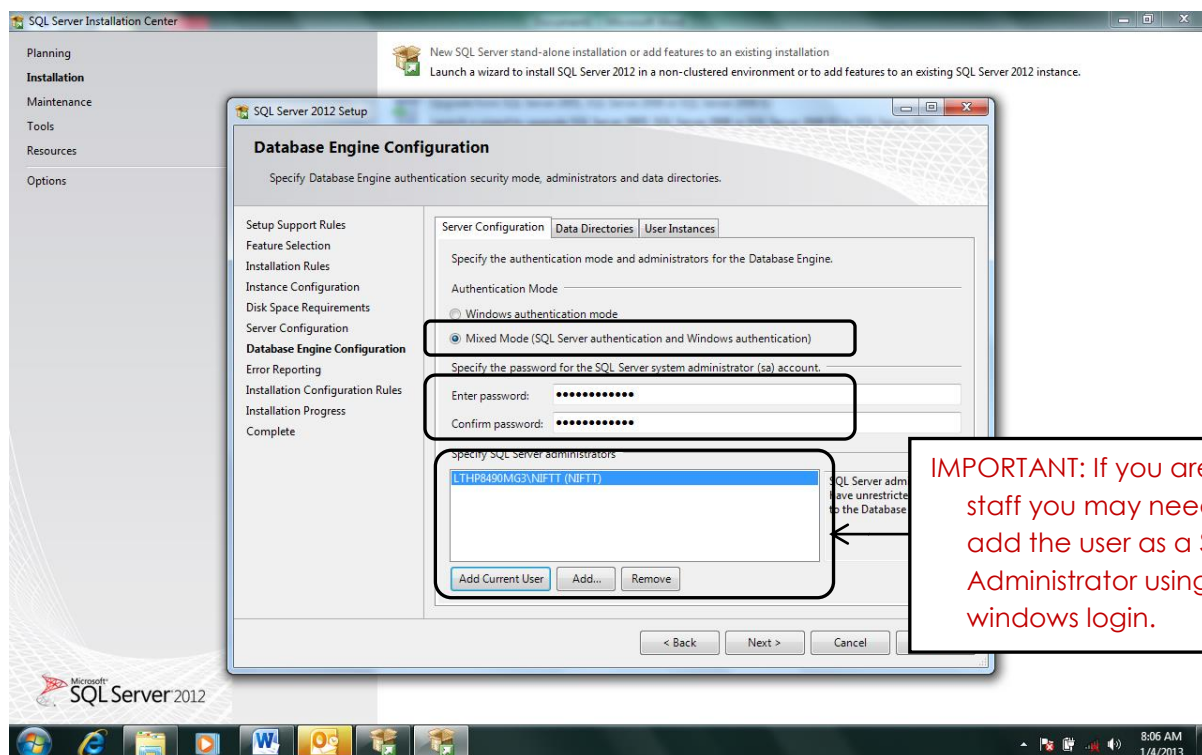*Latin uppercase letters (A through Z)*
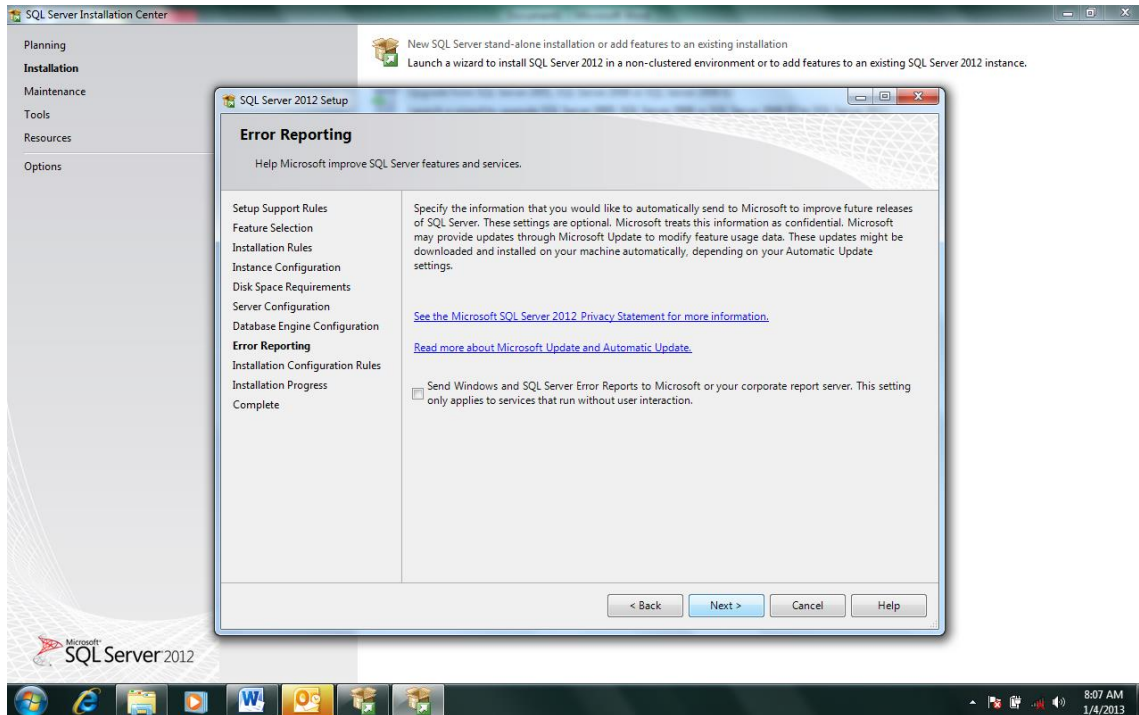*Latin lowercase letters (a through z)*
Base 10 digits (0 through 9)
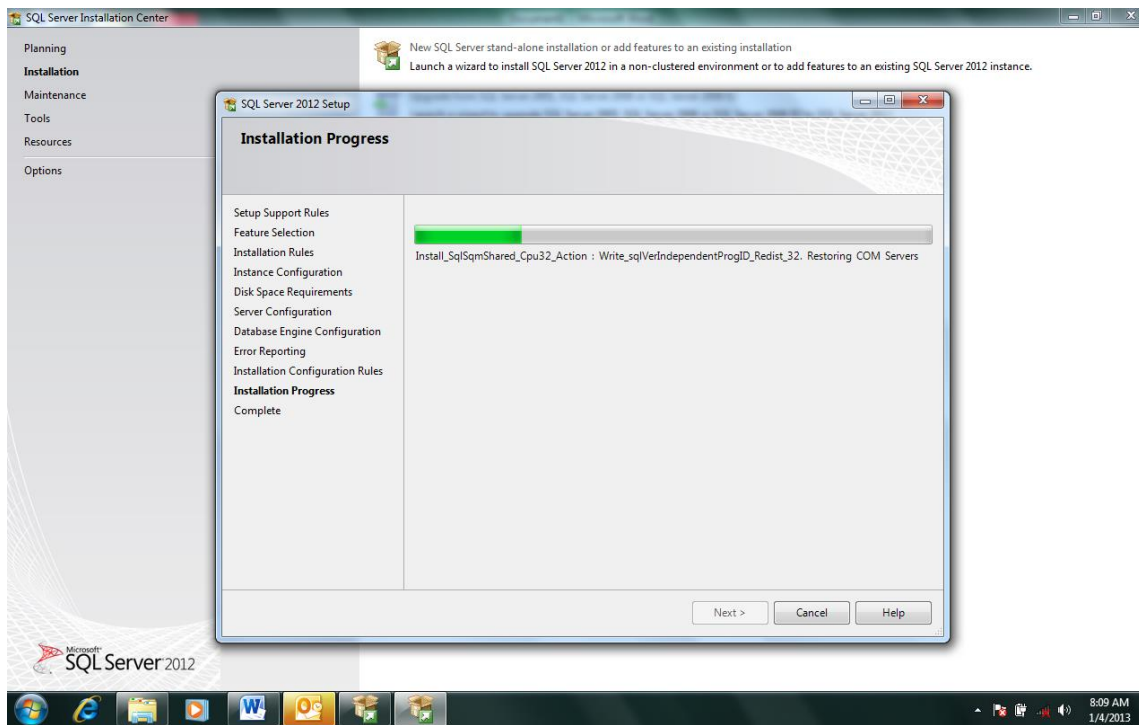*Non-alphanumeric characters such as: exclamation point (!), dollar sign ($), number sign (#), or percent (%).*

(More info: http://technet.microsoft.com/en-us/library/ms161959.aspx)

18) No changes are needed on the *Error Reporting* window. Click **Next**.

19) A progress bar will be displayed on the *Installation Progress* window as the SQL Server Express is installed. Click **Next** when complete.

20) The *Complete* window will display any errors encountered while installing SQL Server Express. If no errors are shown click **Close** and then **Exit** the *SQL Server Installation Center* window.

If errors are displayed, help may be linked on the screen or a Google search of the issue may help resolve it.
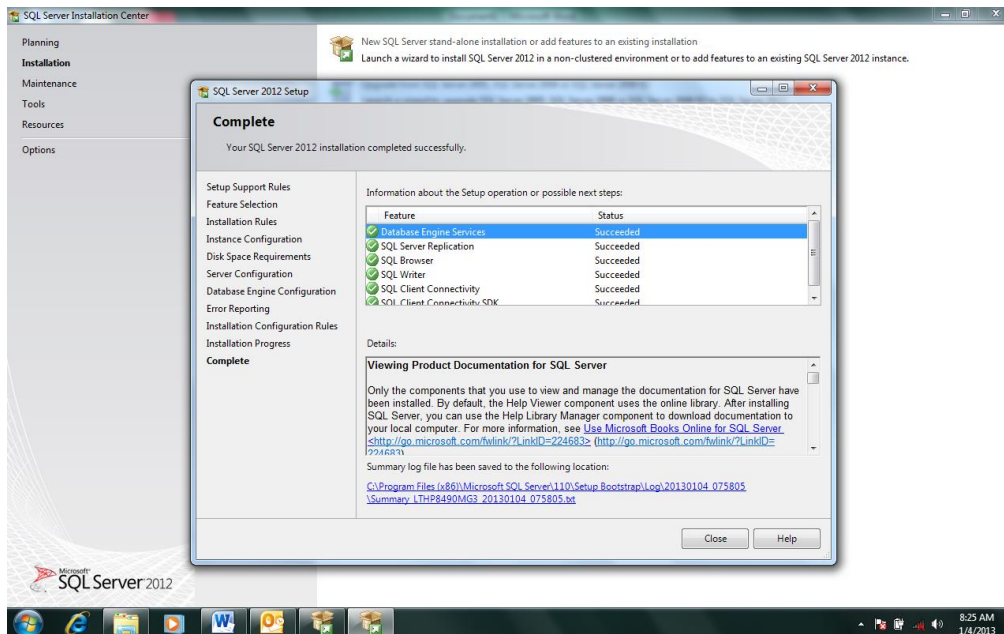
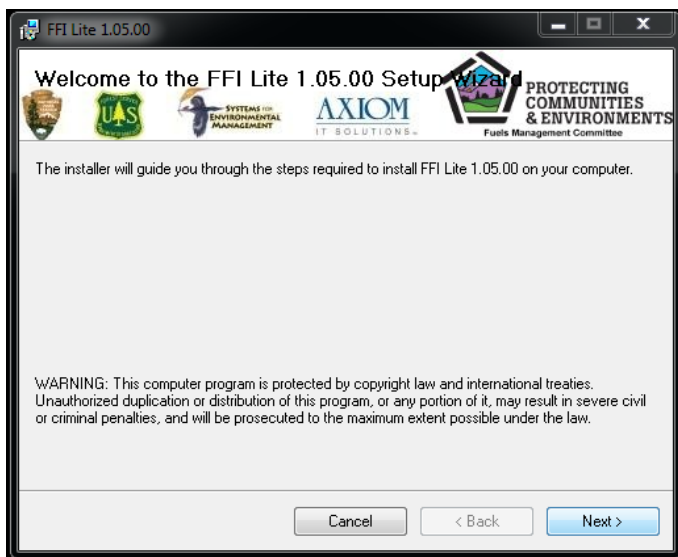21) SQL Server installation is complete.

FFI-Lite 1.05.03.09 Installation

You will need a .zip extraction utility such as WinZip to unzip the FFI Installation package.

You must have Windows administrator privileges or ability to "Run Elevated" to install FFI-Lite on your computer. A standard Windows user can use FFI after a Windows administrator has installed it.

1) Make a copy of your FFI-Lite databases(s) and save on an external drive. FFI-Lite databases have an .SDF extension. Right-click the database file, select **Copy**, Open *Windows Explorer* or *My Computer* and navigate to the folder where you save backups, right-click in the folder and select **Paste**.

2) Uninstall the previous version of FFI-Lite. Click the **Uninstall or Change a Program** icon on the desktop (Power Broker), select FFI 1.0x.xx and click **Uninstall**.

3) Close the Power Broker window after FFI has been removed.

4) In *Windows Explorer* or *My Computer*, create a temporary directory on your C: drive where you will store the installation files (e.g., *C:\FFITemp*).

5) Open a browser, go to the [FFI-FRAMES website](#) and download *FFI_Lite_1050308_Installer.zip* from the *FFI Software and Manuals* page, *Software Instructions and Training Data* tab. **Save** the file in the temporary directory you created above.

6) Close your browser.

7) In *Windows Explorer* or *My Computer* navigate to the temporary directory where you saved the FFI-Lite zip file. Right-click the filename, select **Extract All** and save the FFI-Lite folder in the same folder as the zip file.

8) Open the FFI-Lite folder, right-click on **Setup.exe**, select **Run Elevated**, type a justification and click **OK.**

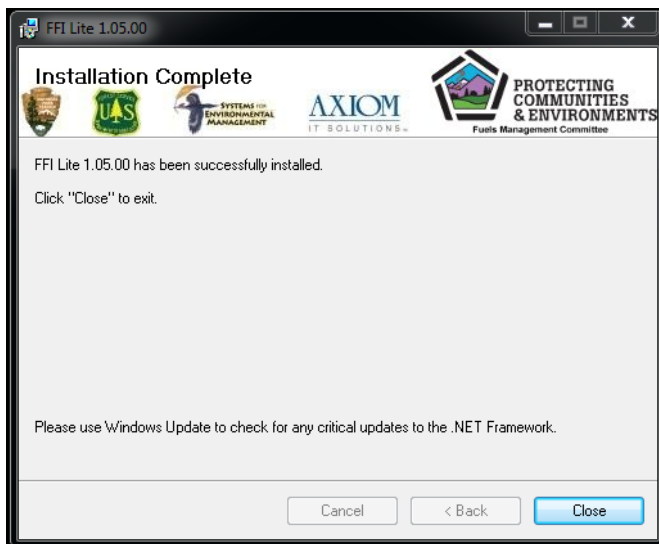9) The FFI-Lite Setup Wizard page will open. Click **Next**.

10) Accept the default installation folder and click **Next**.
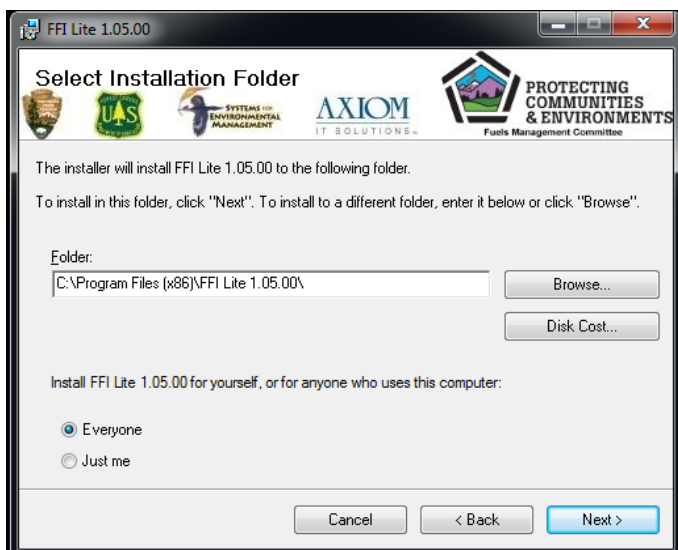
11) Click **Next** on the Confirm Installation screen.
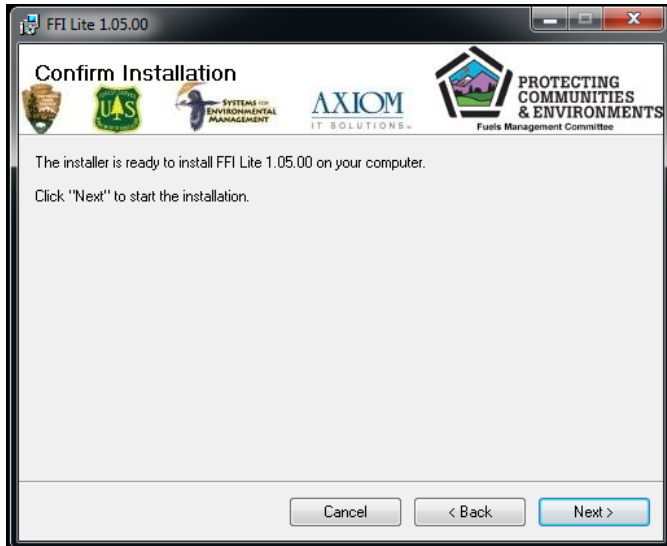
12) Click **Close** when the installation is complete.

13) The FFI-Lite 1.05.03.09 icon will be placed on your desktop.

14) Double click the FFI-Lite icon to open FFI-Lite, select the **Open an Existing Database** radio button, click **More Files…** and then click **OK**. Navigate to your database and click **Open**. You are ready to use FFI-Lite.